



## Dear Camp Parents, Guardians, and Caregivers:

Thank you for registering your child(ren) for NH Audubon's Nature Day Camps! As the camp season approaches, we look forward to welcoming each child to our program and getting to know them. Please review the following important camp details to prepare for an awesome week(s) with us. Feel free to contact us with any questions or concerns.

### ***Camp Philosophy***

Hundreds of children explore the wonders of the natural world every year at NH Audubon's summer and vacation camps. Our Nature Day Camps are designed to help your child(ren):

- Enhance ecological awareness
- Cultivate appreciation for, and stewardship of, our natural environment
- Experience fun, safe, and hands-on learning opportunities
- Learn in inclusive, non-competitive environments
- Build a sense of community and
- Collaborate for environmental and self-advocacy.

## **Tips for Preparing Campers for the *Best Camp Experience***

**Please dress appropriately for the weather.** All groups will be spending a portion of each day outdoors. Some children will be outside for extended periods of time, and proper preparation will ensure their comfort and safety. Please review the following recommendations:

For February camp, please bring snow/water-proof clothes. A pair of snow boots for outside and sneakers for inside is helpful. Please bring extra pants, shirt, socks, hat, and gloves in a backpack as clothes can get wet outside. A plastic bag to temporarily store wet clothes is also helpful.

For April and summer camp, we recommend old clothes and sneakers. Some days will involve getting somewhat wet and/or dirty. Please bring extra socks, shirt, shorts/pants, and shoes in a backpack.

If shorts are worn on warm days, socks should also be worn to protect against the possibility of poison ivy. Please, no sandals or open-toed footwear.

A summer hat and sunscreen will protect children from the sun.

Be prepared for mosquitoes and ticks - we suggest creams or sticks rather than sprays.

Even in light rain, we will be spending a portion of each day outdoors. Campers should have appropriate jackets or raincoats with them depending on the weather.

For all camp sessions - Campers should bring lunch, two (2) snacks, and a drink. Campers should also bring extra water, preferably in a reusable water bottle. It is best if these are brought in a backpack or bag that can easily be carried in the woods. Please plan for lunches and snacks that do not require refrigeration. As an organization concerned about protecting the environment, we encourage reusable or recyclable containers.

We request that you label your child[ren]'s belongings - especially water bottles, lunch boxes, jackets, hats, raincoats, etc., which are likely to be taken on and off or carried around with them during the day. Our lost and found often gets quite full, and it is difficult to return items without identification.

## **Please Do Not Bring**

Cell Phones, Candy, Soda, Gum, Pocketknives, Aerosol Cans, Money, or Handheld Electronic Items (including smart watches/Apple watches).

We encourage campers to refrain from bringing toys from home as they can get misplaced, lost, broken, and/or dirty and may cause disruptions from planned activities for their fellow campers. If they do bring toys from home and/or electronics, campers are instructed to keep them in their backpacks during the entirety of the camp day (8:30 am – 4:00 pm).

## ***Check-In and Check-Out Procedures***

You will need to sign your child in every morning and out every afternoon. Please accompany your child to the designated check-in table each day and meet them at the afternoon check-out table.

For the safety of your child, you must show a valid government issued photo ID at check-out. Please pre-authorize additional signatories who may be picking up or dropping off your child as a part of your registration profile. Children will not be released to individuals who are not approved on file with us.

**Our regular drop-off period for campers runs from 8:30 – 9:00 a.m.**

**Pick-Up period runs from 3:45 – 4:15 p.m.**

***Alternate drop-off/pick-up time runs from 12:00-1:00 p.m. Please arrange these schedule changes with the Camp Programs Manager or Camp Director by calling (603) 224-9909 ext. 404.***

If you cannot make the above pick-up or drop-off times work with your schedule, we offer extended care options. These supervised play times are available before and after regular camp hours at an additional cost. You can pre-register per/day or per/week or use extended care on a "pay-as-you-go" basis. We offer the following extended care options:

## ***Early Care/After Care***

- *If you have registered for early care*, the earliest drop off time is 8:00am
  - \$10/day or \$50/week
- *If you have registered for after care*, the latest pick-up time is 5:00pm
  - \$15/day or \$75/week

We ask that you please comply with these times. Failure to do so will interfere with staff planning and preparation and the camper experience. Parents who utilize Early-Care or After-Care services without registering in advance will be billed the appropriate fees. Payment is required when dropped off (early care) or picked up (after care) with cash or check. Debit/credit card payments will be required within

24 hours of being billed and will be paid through NH Audubon's online camp registration portal. Three (3) instances of non-registration and payment will result in suspension from registering for future camp sessions. Thank you for your understanding.

### **Balances Due**

At the time of registration, you have the option to pay in full or put down a 50% deposit. If you choose the deposit option, the remaining balance will be automatically collected with your chosen payment method on **June 1, 2026**, for all summer camp sessions. You may pay through the online registration system by credit card, debit card, or electronic check. **YOUR CHILD'S SPOT MAY NOT BE HELD IF PAYMENT DEADLINES ARE NOT MET.** If your account has an outstanding balance after June 1, 2026, you must pay in full no later than 14 days (2 weeks) prior to the start of your first camp session. The Camp Programs Manager will provide notice over email of outstanding balances within 24 hours of the 14-day deadline. If payments are not made in full, your camper will be withdrawn from that session without a refund of any partial payments.

If you are concerned about your ability to pay in full by the deadline, you may be eligible to receive assistance through NH Audubon's camp scholarship fund. Please email Claire Adams at [cadams@nhaudubon.org](mailto:cadams@nhaudubon.org) for more information and a request form.

### **Cancellation Policy**

A \$100 administrative fee will be charged for all cancellations. If a cancellation is made more than 14 days (two weeks) prior to the start of the camp session, a full refund (minus the \$100 fee) will be given. If it is between 14 days and 7 days prior to the start of the camp session, a 50% refund will be given only if the slot can be filled. If a cancellation is made less than 7 days (1 week) prior to the camp session, no refund will be provided. Cancellation deadlines are outlined below:

<b>Session</b>	<b>100% Refund*</b>	<b>50% Refund*</b>
February Camp	February 8 <sup>th</sup> , 2026	February 16 <sup>th</sup> , 2026
April Camp	April 12 <sup>th</sup> , 2026	April 20 <sup>th</sup> , 2026
Summer Session 1	June 14 <sup>th</sup> , 2026	June 22 <sup>nd</sup> , 2026
Summer Session 2	June 21 <sup>st</sup> , 2026	June 29 <sup>th</sup> , 2026
Summer Session 3	June 28 <sup>th</sup> , 2026	July 6 <sup>th</sup> , 2026
Summer Session 4	July 5 <sup>th</sup> , 2026	July 14 <sup>th</sup> , 2026
Summer Session 5	July 12 <sup>th</sup> , 2026	July 20 <sup>th</sup> , 2026
Summer Session 6	July 19 <sup>th</sup> , 2026	July 27 <sup>th</sup> , 2026
Summer Session 7	July 26 <sup>th</sup> , 2026	August 3 <sup>rd</sup> , 2026
Summer Session 8	August 2 <sup>nd</sup> , 2026	August 10 <sup>th</sup> , 2026

*\*A \$100 administrative fee per camper will be kept for all authorized cancellations that meet the appropriate deadlines.*

No refunds will be given without advance notice of cancellation provided to the Camp Administrator. Refunds will not be authorized for non-attendance, missed days, weather, or for any other reason that arises during the camp session. If NH Audubon must cancel a session for reasons out of our control, such as extreme weather events, building emergencies, or pandemic shutdowns, full refunds will be offered upon request.

**Waitlists**

Based on camp staffing, each program is offered to a specific number of campers. Once that enrollment number is reached, a Waitlist is started. NH Audubon's online registration portal comes with a Waitlist option that allows parents to join a waiting list once the program reaches full capacity. To ensure that the process is based on a first-come, first-served basis, the Waitlist is regularly monitored and managed by the Camp Programs Manager. The Camp Programs Manager does have the authority to offer a spot to a camper regardless of their place on the Waitlist, as long as there is a valid reason for doing so.

When a spot is offered to a camper prior to the session being offered, an answer is required from a parent/guardian within 48 hours. Payment is also due from the registered parent/guardian within 48 hours of being moved from the waitlist in NH Audubon's online registration portal.

**\*\*Program Waitlist Option:** Once the program reaches capacity, the Camp Programs Manager may determine that group size or staffing can be expanded to allow for some or all the children on the Waitlist to be registered as campers. Otherwise, the Waitlist remains and works as described above.

**Policies Regarding Infectious Disease or Illness**

Most of our time at camp is spent outdoors, and studies have shown the risk of viral airborne transmission is very low in open air (see: [CDC](#) & [NPR](#) publications for more information). However, campers are still in close proximity to one another, both indoors and outdoors, and share restroom and drinking fountain facilities where infectious disease and illness transmission rates can increase. If your child is sick, please keep them at home to limit exposure and decrease the spread of infection.

This is a dynamic policy, and so if/when transmission rates or case numbers of infectious diseases are high, we may encourage staff and campers to follow additional precautions (indoor masking, social distancing, etc.). That said, we welcome any individuals to wear masks at any point if this will make them feel more comfortable/safe given their individual/family circumstances.

**Cleaning Policy**

To uphold the required standards of cleanliness for NH Youth Recreation Camps licensing, NH Audubon staff follow a daily and weekly cleaning schedule for indoor and outdoor camp spaces. This includes but is not limited to: daily vacuuming of carpeted classrooms and hallways, daily cleaning and disinfecting of sinks and toilets in restrooms, daily removal of trash from all trash cans, daily sweep of fields and indoor spaces for trash and misplaced camper items, daily sweeping of hard surface floors, daily disinfecting of indoor tables, and weekly mopping and disinfecting of bathroom floors.

Campers are expected to assist in maintaining the cleanliness of shared camp spaces by keeping their backpacks and personal belongings in a neat and tidy manner, properly disposing of trash from snacks and lunch, and helping with general tidying before and after games and crafts.

**Hand Washing Policy**

To prevent the spread of germs and pathogens, as well as maintain a generally healthy and clean environment at our camps, all campers and staff are required to adhere to the CDC's hand washing guidelines (<https://www.cdc.gov/clean-hands/about/index.html>). Hand washing is required of campers and staff whenever their hands are soiled and:

<b><i>Before:</i></b>	<b><i>After:</i></b>
Eating Handling Ambassador Animals Being treated for First Aid	Eating Handling Ambassador Animals Being treated for First Aid Using the restroom Blowing their nose, coughing, or sneezing Completing messy crafts

The McLane Center and Massabesic Center are equipped with multiple sinks, soap, and hand sanitizer to ensure that this standard of cleanliness is maintained. Staff also carry hand sanitizer and/or disinfectant wipes in their backpacks when on hikes or away from running water.

### ***Tick Awareness & Prevention***

Ticks are regularly active in our fields and on our trails. We speak with campers about checking for ticks often throughout the day when they are with us. Please take steps to prevent bites and thoroughly check for ticks on campers and in their gear every day after camp. Many free resources and how-to guides can be found at: <https://tickfreenh.org/>.

### ***Transgender/Gender Non-conforming Policy***

NH Audubon Camps will accommodate campers to the best of our ability and be mindful of camper and parent needs and requests with regards to gender identity. NH Audubon Camps provides reasonable accommodation for campers of all gender identities by providing inclusive activities. Non-gendered restrooms are provided at the McLane Center in 2026. Other facilities are slated for improvement in the future.

NH Audubon also provides camp staff training on using inclusive and welcoming language with all campers, including the use of preferred and/or chosen camper names and pronouns. We will address this policy in staff training to ensure it is thoroughly understood and practiced by all camp staff.

### ***Policy for Special Needs and Disabled Campers (Accessibility)***

NH Audubon's Nature Day Camp programming involves primarily outdoor activities, including frequent hikes on trails with uneven terrain that may pose challenges for some individuals with limited mobility. Our Centers where camps are held have ADA compliant entrances and facilities, and their adjoining sanctuaries have all-person's trails that are used daily for camp programming. We encourage families to visit the McLane and Massabesic Centers and meet with the Camp Programs Manager to determine how their child can best enjoy their time at camp, both indoors and outdoors.

Due to staffing and safety policies, NH Audubon camp staff are unable to serve in a one-on-one capacity for any child. Our goal is to provide a welcoming and respectful environment for everyone who attends our camps. We would be happy to discuss how we strive to invite as many children as possible to our programming in a way that is equitable for every individual. Please contact our Camp Programs Manager to discuss your child's individual abilities and needs for reasonable accommodation. NH Audubon staff will review each child's needs to determine on a case-by-case basis whether an aide or extra family member is the best outcome. Funding is also available to support your child's involvement in camp through scholarships.

As part of that discussion, the Camp Programs Manager may request additional information, such as a copy of the child's IEP from school, documentation from a physician, or other information to determine if an aide would be the best outcome. NH Audubon is proud to have a history of working with visitors, children, and families with a diverse range of physical and mental abilities for successful and positive nature-based experiences. Our staff are available to discuss your child's needs upon request, but as much advance notice for planning purposes is greatly appreciated. Please contact the Camp Programs Manager no later than the *Friday before Memorial Day* (May 22<sup>nd</sup>, 2026) to arrange a meeting to discuss your child's needs and plan a site visit for that year's summer camp season.

### ***Camper Information Forms for Online Registrations***

The forms on the remaining pages are for you to retain for your personal records. All information provided in these forms is already collected during the online camper registration process.

All camper forms are to be completed, signed, and uploaded through our online camp registration system by the deadlines for each seasonal session listed below:

- February Camps: February 15<sup>th</sup>, 2026
- April Camps: April 19<sup>th</sup>, 2026
- All Summer Camp Sessions: June 1<sup>st</sup>, 2026

### **We cannot allow any camper to participate in our program if we do not have their completed forms.**

**Please Note: The Camper Medical Packet, comprised of two forms (physician form and medication release form) must be completed by a physician.** The physician form verifies that your child has had a complete physical exam within the last 2 years and is up to date on immunizations. A printout from your child's doctor with details of their last physical (within the last two years) and a doctor's signature showing them fit for camp activities can replace this form and be uploaded in its place.

A copy of your camper's most recent immunization record must also be uploaded along with the Camper Medical Packet.

NOTE: If your child carries their own inhaler or epi-pen, we will need a doctor's signature to allow them to do so. This additional signature page can be found on our enclosed medication release form but is often not included in the typical printouts from the doctor's office.

Thank you for including NH Audubon in your vacation and/or summer plans! On behalf of the Education Department staff, we hope your camper(s) are looking forward to a summer of fun, outdoor exploration, and experiential learning.

Sincerely,

*Claire Adams*

NH Audubon Camp Programs Manager

[cadams@nhaudubon.org](mailto:cadams@nhaudubon.org)

(603) 224-9909 ext. 404

***Photographic Release***

We often take photographs during our camps and programs for use on New Hampshire Audubon's website, Facebook page, and in press releases, brochures, magazines, outside publications, etc. We request your permission to photograph your child while they participate in NH Audubon classes and activities.

For the safety of our campers, we do not post photos or videos of campers during the week they are taken (i.e., the session they are currently attending).

We appreciate your permission to photograph your child—the images will help us to spread the word about conservation and our work.

*Please choose one of the following options and sign below:*

☐ I HEREBY GRANT PERMISSION for New Hampshire Audubon staff, or other persons authorized by New Hampshire Audubon (including newspapers, television or other media outlets), to take photographs (still or video) of my child, \_\_\_\_\_. These photographs may be used for information and promotional materials relating to New Hampshire Audubon activities, educational programs, and conservation efforts. I understand that New Hampshire Audubon may proceed in reliance upon this release form.

☐ I DO NOT GRANT PERMISSION for New Hampshire Audubon, or other persons authorized by New Hampshire Audubon (including newspapers, television or other media outlets), to take photographs (still or video) of my child, \_\_\_\_\_.

\_\_\_\_\_  
*Signature of Parent or Guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Please print your name*



## Camper Physician Form

### **\*The Physician Form is now required for All Camps\***

Physician's Acknowledgement of Present State of Health

#### **TO BE COMPLETED BY PHYSICIAN**

All information will be kept confidential and released only to appropriate individuals. *A physical summary document may be used in place of this form if up to date (within the past 2 years) and if containing the same set of information.*

Camper's Full Name: \_\_\_\_\_

Is/has this camper been diagnosed with any emotional, social, or behavior concerns or disorders?

**No Yes**

If YES, please describe including any treatment, medications, action plans (attach form if needed):

Is this camper currently under the care of a physician for any health condition(s)? **No Yes**

If YES, please describe, including any treatment needed at camp (attach from if needed):

Does this camper have any hearing or vision impairments? (Circle any that apply)

GLASSES

CONTACTS

HEARING AID

Description of limitation/restriction on camp activities: \_\_\_\_\_

#### **PHYSICIANS ACKNOWLEDGEMENT**

"I have examined this child and find them to be in good health and able to participate in any camp activity program."

Physician Signature: \_\_\_\_\_

Please print name: \_\_\_\_\_ Date of Examination: \_\_\_\_\_

Physician phone (Business): \_\_\_\_\_ Physician phone (Emergency): \_\_\_\_\_



**DOCTOR'S ORDER and MEDICATION RELEASE FORM****To be signed by BOTH physician and parent**

All medications will be securely stored in our camp office and distributed as directed by these orders. However, due to recent changes in state law (RSA170-E:59, RSA170-E:63), inhalers and EpiPens may also be carried by the child. By signing below, you are providing approval for this child to possess and use (as directed and with supervision) a metered dose inhaler and/or epinephrine auto injector.

Is this camper currently taking any medications, including EpiPens & Inhalers? **No Yes**

If YES, please complete the following:

Med. #1: \_\_\_\_\_ Med. #2: \_\_\_\_\_

Dosage/Frequency: \_\_\_\_\_ Dosage/Frequency: \_\_\_\_\_

Reason for taking: \_\_\_\_\_ Reason for taking: \_\_\_\_\_

Can camper self-administer? \_\_\_\_\_ Can camper self-administer? \_\_\_\_\_

Side effects? \_\_\_\_\_ Side effects? \_\_\_\_\_

Will your camp need prescription or over the counter (OTC) medication at camp? **NO YES**

**NO prescription medications will be administered without the completion of the DOCTOR'S ORDERS and SIGNED BY BOTH THE DOCTOR and a PARENT/GUARDIAN.**

\_\_\_\_\_  
Physician Name (please print)

\_\_\_\_\_  
Physician Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**PARENTAL AUTHORIZATION STATEMENT: Please Read Before Signing**

"I hereby give permission to the staff of NH Audubon Nature Day Camps, who are properly trained and certified in First Aid, CPR, and child medication administration, to administer such care and to provide OTC medications (i.e., Hydrocortisone cream or Calidryl for poison ivy, antibiotic ointment or Neosporin for cuts and scrapes, etc.) and prescribed medications as listed on the Physicians Orders form."

"I request the camp to call me if my child is injured or becomes ill. If they are unable to reach me, I authorize the camp to call the physician listed and to follow their instructions. If the camp is unable to contact the physician, they may make whatever arrangements are deemed necessary (i.e., ambulance, emergency room, hospitalization, etc.)."

"I hold harmless and indemnify the NH Audubon Nature Day Camps staff from any liability while providing care for my child during camp."

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Parent/Guardian Name (please print)

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Parent/Guardian Signature

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Date



### Camper Profile Form\*

*\*PLEASE NOTE: The questions in this form are built into the online registration process and therefore have already been answered. This copy is for you to keep if there are additional questions or concerns that arise prior to registration or the camp season.*

**At NH Audubon Camps, we strive to meet a variety of individual needs within the context of our camp community. Please complete the following to help us get to know your camper.**

Camper's Full Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Please share your camper's special interests or talents:

Please tell us about any situations or skills that are challenging for your camper:

Please describe your camper's learning preferences in a group setting (i.e., shy, outgoing, a leader, cooperative, prefer small groups, etc.):

Does your camper have any difficulties with behavioral, learning, or physical skills? If so, please describe and list the best way to assist the camper (give directions one step at a time, time outs to cool down, etc.):

Does your camper require a special aide or assistance at school or at other organized programs? *(Note: We do require that if your child requires an aide at school that the child also be accompanied to camp by an aide.)*

Please list anything else that you think would be helpful for us to know about your camper so that we can provide them with the best possible camp experience.



## NH Audubon Camper Contract

Note to parent/guardian: This copy of the contract is provided to ensure that you and your camper(s) understand the expectations of camp. Please read it carefully with your camper(s) before attending your first session of camp. Your camper(s) will sign a hand-written contract outlining these same expectations on the first day of each camp session.

Dear Camper,

Welcome to New Hampshire Audubon Nature Camp! Our primary goals for camp include having fun, exploring safely, and learning about the world around us. To ensure that everyone has a positive and safe camp experience at NH Audubon, we make extra effort to discuss our expectations for campers like you and your camp leaders. We regularly remind everyone at camp that we expect them to treat each other with respect and to be excited about learning.

On the first morning of each session, the Camp Director will meet with all campers and staff to go over our rules and expectations during the week. You will then be asked to agree to and sign a hand-written version of this contract with your group that encourages respect and safety for everyone. The following list includes rules and guidelines that we will ask you to agree to:

- I will commit to making camp a better place by cooperating with staff and treating others how they would like to be treated.
  - o I will keep my hands and body to myself.
  - o I will listen when others are speaking, and they will listen to me.
  - o I will raise my hand to ask a question or share a comment and wait until I am called on to speak.
  - o I will actively listen during story time and while camp leaders are giving instructions.
  - o I will be respectful of nature by leaving plants in the ground, leaving distance between myself and wildlife, and leaving rocks, sticks, and other natural materials on the ground.
- I will help maintain or restore appropriate behavior in myself and in others. I will let my camp leaders know right away if another camper is hurting me or others.
  - o I will use camp appropriate behavior and language: no swearing or foul language, no talk about weapons, violence, or putting down others/name calling.
  - o I will be respectful of fellow campers and set good examples for my fellow campers. This includes welcoming everyone in games and crafts, using kind, supportive words, and actively participating in planned activities.

- o I will be respectful to myself by drinking plenty of water, eating my food during snack and lunch times, making decisions to keep myself happy and safe, and telling my camp leaders if I feel unwell or unsafe.
- I will commit to properly washing my hands and helping maintain the cleanliness of myself, my belongings, and shared camp spaces (both indoors and outdoors).
- I will not share food with others.
- I will not bring distracting technology to camp. If I do, I understand that it is only for use during Extended Care. I will keep it in my backpack during the hours of 8:30 am to 4:15 pm.
- I will remain in the presence of an adult staff member or have their permission to move from one location to another using the Buddy System (ex. Bathroom break).
- I will respect the Center's ambassador animals when introduced to me by staff. When a camp leader has an animal out for a program, I can touch or handle the animal only with their permission and supervision.

*Campers that show us through their words and actions to be excellently following this camper contract OR have shown improvement in their ability to follow this camper contract, will be awarded the honor of "Camper of the Day."*

**The Camper Contract is a starting place to ensure a positive and safe experience. Our Discipline Policy guides our actions if campers do not adhere to the contract language and intent.**



## **NH Audubon Camp Discipline Policy**

Upon registration, you will receive a copy of our Camper Contract, which is a set of behavioral expectations (code of conduct) provided to each camper on their first day of each session of camp. Campers review these guidelines as a group with our camp staff, with each camper signing the agreement and pledging to abide by the contract throughout their camp experience.

This overview of our Discipline Policy is intended (a) to guide staff when camper behavior does not follow our Camper Contract, and (b) to give parents information on how we ensure safety and a positive experience for all.

Each step in the list below represents an elevating level of intervention by NH Audubon staff, if a camper does not abide by the expectations in the Camper Contract. Each step is intended to reduce or eliminate inappropriate behavior or interactions between campers or between campers and staff. It is the Camp Programs Manager's responsibility to ensure that all staff adhere to these steps. If staff feel the situation warrants, it may be necessary to begin with a higher step in the Discipline Policy Plan.

The disciplinary steps are as follows, with the understanding that some steps may be repeated for up to 3 offenses of a lesser severity, before moving to a higher disciplinary step. Starting with step 4, all behavior and action taken will be documented and available for review by guardian(s) of the affected child(ren).

1. Provide a verbal warning;
2. Discuss reasons why the behavior is unacceptable and try to resolve the issue one-on-one with the camper;
3. Escort the camper during a time away from activity (i.e. time out);
4. Escort the camper to the Camp Director, Camp Programs Manager, or Director of Education for further discussion;
5. Starting with step four (4) above, the Camp Director or Camp Programs Manager will either contact the parent/guardian, or talk with the parent/guardian during pick-up, to discuss the camper's behavior;
6. If necessary, the Camp Director or Camp Programs Manager may request a parent conference to discuss next steps;
7. If necessary, the Camp Programs Manager has authority to expel a camper if behavior is severe, uncontrollable, or poses a safety hazard or threat to others.

If a camper physically harms another camper, steps 4 and 5 are immediately enforced and the Camp Administrator can deem the situation serious enough to limit or expel the camper.

NH Audubon has a zero-tolerance stance on bullying or on any discrimination based on gender, race, color, religion, national origin, age, sexual orientation, disability status, or genetics. This list is not

exhaustive, and our staff are trained to recognize and respond to incidents deemed bullying by beginning the disciplinary action process on step 4 or higher, as detailed above.

**The Camp Programs Manager reserves the right to make a final determination whether a camper's enrollment or continued enrollment in camp is appropriate. If a camper is deemed unfit for continued enrollment in camp, any sessions that have not yet begun will be refunded to the camp family, minus the \$100 administrative fee described in the cancellation policy. Refunds will not be issued for the in-progress session.**

Parents are encouraged to contact the Camp Programs Manager to discuss any concerns or questions.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_